

COVID-19 Leave Guidelines

All yourtown



Purpose and Scope

The aim of this guideline is to provide detailed information regarding COVID-19 Leave entitlements at yourtown.

COVID-19 Leave is intended to be used only during the current pandemic situation and is available to paid employees, excluding paid Enterprise Clients and members of the Executive.

Eligibility

Employees who have exhausted all accrued leave entitlements including personal leave, annual leave and long services leave may be eligible for the COVID-19 Leave entitlements.

COVID-19 Leave may be utilised for the following situations:

- Where an employee is required to take leave to comply with government directed self-quarantine requirements and are unable to work from home
- Where an employee needs to take leave as they are unwell or are required to care for someone in their immediate family who is unwell
- Where an employee needs to take leave to supervise children who are unable to attend school or child-minding facilities
- Where an employee has a medical condition or other risk factors that Government guidelines recommend they self-quarantine
- Where an employee is required to reduce their hours due to a reduction in service delivery.

Making an Application

Eligible employees may apply for up to a maximum of five (5) days COVID-19 Leave, paid at their base rate of pay.

COVID-19 Leave may be taken at half pay over a longer period (10 days).

Applications should be made in writing via the [COVID-19 Leave Application Form](#).

Applications can be submitted in various ways, including to your:

- Line Manager
- Relevant Senior Manager
- Relevant yourHeads member
- People and Culture Advisor.

Your Line Manager may also submit an application on your behalf if you are unable to do so.

Each application will be considered on a case by case basis and approval will be at the full discretion of the Chief Executive Officer.

All requests will be reasonably considered and will be treated sensitively and with confidentiality.

Approved applications will be emailed to payroll for processing and to the employee for their records.

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Documentation

yourtown may ask for reasonable documentation to support an application for paid COVID-19 Leave.

Questions about your entitlements

If you have questions about your circumstances or entitlements, you can speak with your Line Manager or your People and Culture Advisor.

Referenced and Related Documents

- COVID-19 Leave Application Form